



AGENDA
Meeting of the
BOARD OF DIRECTORS
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency

Tuesday, January 3, 2006
8:30 AM

Santa Barbara MTD Auditorium
550 Olive Street, Santa Barbara, CA 93101

- 1. CALL TO ORDER**
- 2. ROLL CALL OF THE BOARD OF DIRECTORS**
Chair John Britton; Vice Chair David Davis; Secretary Brian Fahnestock; Director Logan Green, Director Dick Weinberg
- 3. REPORT REGARDING POSTING OF AGENDA**

CONSENT CALENDAR

- 4. APPROVAL OF PRIOR MINUTES (ATTACHMENT- ACTION MAY BE TAKEN)**
The Board will be asked to waive the reading of and approve the draft minutes for the meeting of December 20, 2005.
- 5. CASH REPORT (ATTACHMENT- ACTION MAY BE TAKEN)**
The Board will be asked to review the cash report from December 13, 2005 through December 29, 2005.

THIS CONCLUDES THE CONSENT CALENDAR

- 6. PUBLIC COMMENT**
Members of the public may address the Board on items within the jurisdiction of the Board that are not scheduled for public hearing. The time allotted per speaker will be at the discretion of the Board Chair. If you wish to address the Board under this item number, please complete and deliver to the MTD Board Clerk **before the meeting is convened**, a "Request to Speak" form including a description of the subject you wish to address.
- 7. EMPLOYEE RECOGNITION**
The Board will honor Sharon Simkins, Driver for her 30 years of service with MTD (date of hire January 12, 1976).
- 8. TRANSIT TECHNICAL CONSULTANT (ACTION MAY BE TAKEN)**
The Board will be asked to approve staff's revised recommendation for awarding a contract for a Transit Technical Consultant.

9. MEASURE D (ACTION MAY BE TAKEN)

The Board will discuss expenditure plan for Measure D.

10. VISIONING- (ACTION MAY BE TAKEN)

Staff will seek the Board's advice and direction regarding visioning for MTD.

11. GENERAL MANAGER REPORT

- a) Service review in process- capacity & demand
- b) SBCC services
- c) UCSB service
- d) Clean Air Express update
- e) Hybrid purchase/CARB regulations
- f) Other

12. OTHER BUSINESS AND COMMITTEE REPORTS

The Board will report on related public transit issues and committee meetings.

13. ADJOURNMENT

AMERICANS WITH DISABILITIES ACT: If you need special assistance to participate in this meeting, please contact the MTD Administrative Office at 963-3364 at least **48 hours in advance** of the meeting to allow time for MTD to attempt a reasonable accommodation.



DRAFT MINUTES
of the
Meeting of the
BOARD OF DIRECTORS
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
Tuesday, December 20, 2005
8:30 AM

Santa Barbara MTD Auditorium
550 Olive Street, Santa Barbara, CA 93101

DIRECTORS PRESENT:

John Britton, Chair, David Davis, Vice Chair, Brian Fahnestock, Secretary, Logan Green, Director, Dick Weinberg, Director

MTD EMPLOYEES PRESENT:

Sherrie Fisher, General Manager, Jerry Estrada, Assistant GM/Controller, Tiara Lakey, Executive Assistant to the Board and the General Manager, Steve Maas, Manager of Strategic Planning and Compliance, Gabriel Garcia, HR & Risk Manager, Scott Shibata, Transit Data Analyst

OTHERS PRESENT:

Lee Moldaver, Professor Richard Church, University of California Santa Barbara (UCSB)

1. CALL TO ORDER

Chair Britton called the meeting to order at 8:30 AM.

2. ROLL CALL OF THE BOARD OF DIRECTORS

All members were present, with the exception of Director Weinberg, who was expected to arrive at any moment.

3. REPORT REGARDING POSTING OF AGENDA

The General Manager reported that the agenda for this meeting was posted at MTD's administrative headquarters, on MTD's website and mailed to the media of general circulation on December 16, 2005.

4. APPROVAL OF PRIOR MINUTES

Vice Chair Davis moved to waive the reading of and approve the minutes for the meeting of December 6, 2005. Director Fahnestock seconded the motion. The motion passed unanimously.

5. CASH REPORTS

Director Fahnestock moved to approve the cash report for November 29, 2005, through December 12, 2005. Vice Chair Davis seconded the motion. The motion passed unanimously. The General Manager noted that item #82483 (Bay Café) of the cash report was deposit for MTD's staff holiday luncheon and that another payment to them would appear on

the next cash report. She noted that each luncheon attendee reimburses MTD. Chair Britton requested that the Finance Committee receive copies recent credit cards statements.

THIS CONCLUDES THE CONSENT CALENDAR

6. PUBLIC COMMENT

There was no public comment made.

7. PRESENTATION BY PROFESSOR RICHARD CHURCH, UNIVERSITY OF CALIFORNIA SANTA BARBARA (UCSB)

Professor Richard Church presented the Board with detailed information regarding a study he conducted for Caltrans. This project consisted of surveying and researching the commuting habits and preferences of the faculty, staff and students of UCSB. Public transportation's role in the study was discussed and Professor Church stated that he feels there might be an opportunity for UCSB, Caltrans and MTD to work together in the future. The General Manager thanked Professor Church and Director Green for making this presentation possible. She requested that Scott Shibata, Transit Data Analyst and Director Green work with Professor Church on future transportation studies. Vice Chair Davis commented that it would be beneficial to the community if major employers such as Cottage Hospital, County of Santa Barbara and UCSB pooled their data and shared it with MTD's planning department. Professor Church closed by commenting on Measure D. He stated that a partnership is needed between all of the potential recipients of these funds. He noted that rail would require a large need for transit, due to the fact that there are only two train depots, one in Santa Barbara and the other in Goleta. The General Manager agreed and stated that MTD has made this need clear to the other agencies.

8. TRANSIT TECHNICAL CONSULTANT

Jerry Estrada, Assistant GM/Controller provided the Board with an overview of the Request for Qualifications (RFQ) process for awarding a contract for a Transit Technical Consultant. The General Manager then requested that the Board approve staff's recommendation for awarding the contract to Mr. Paul Griffith, which includes MTD indemnifying him. There was discussion regarding the selection and evaluation process. The Board expressed concerns regarding the indemnity request. The Board tabled this motion and instructed staff to return with additional information, including a recommendation regarding indemnifying consultants from MTD's attorney, Doug Large of Archbald & Spray.

It was noted that one of part of the staff report for this item misstated this as a Request for Proposals (RFP) when in fact it should have been referred to as an RFQ.

9. MEASURE D

The General Manager updated the Board on a proposed expenditure plan for Measure D that was presented to Santa Barbara County Association of Governments (SBCAG) Subregional Committee and to SBCAG's Board. The plan, which includes an A & B portion, appears to have not been well received by SBCAG's Board and has since been referred to SBCAG's Executive Committee. The General Manager reported that there had been a lot of support for transit from PUEBLO and Coalition for Sustainable Transportation (COAST) at the SBCAG meeting. She also noted that Supervisor Carbajal appears to be in support of funding for transit for the South County. The General Manager then requested the Board's direction regarding making a formal decision, in letter or meeting for to the Executive Committee.

Vice Chair Davis noted that he had also attended this last SBCAG meeting and concurred with the General Manager.

Vice Chair Davis made a motion to instruct staff to draft a letter to SBCAG's Board stating that MTD's Board:

- supports reauthorizing Measure D
- needs the plan to be balanced
- needs to have a reliable source of funding
- feels that the split needs to be salable politically, meeting the North County in terms of streets and South County with its alternative modes
- feels that the funding does not have to come out of the local share; regional is fine, as long as the dollars are there

The letter would also include MTD's base position with the generalized numbers (\$3.8 million for sustaining the existing service, \$4.6 million for enhanced and \$6.0 million for expanded), would be reviewed by the External Affairs Committee prior to mailing and would be copied to the News Press and MTD's supporters.

Director Green seconded the motion. The motion passed unanimously.

10. GENERAL MANAGER REPORT

The General Manager announced that the cost for Public Officials Directors' and Officers' Liability Insurance MTD's existing carrier, RSUI Indemnity Company has been reduced from \$30,950 to \$27,000.

The Enhanced Transit Subcommittee presented their recommendations to a joint meeting of the Transportation Circulation Committee (TCC) and the Downtown Parking (DO) Committee on December 8th. Further discussion will take place at the next DO Committee meeting and will go before the TCC again in late January.

The General Manager reported that she and Mr. Estrada had recently met with Santa Maria Transit, Lompoc Transit and members of Traffic Solutions to discuss a possible agreement between these agencies to operate the Clean Air Express service. Further discussions will continue in January.

The Board reviewed MTD's 2004/2005 Annual Report.

Visioning was postponed for discussion at a future meeting.

The Board reviewed two letters regarding an Americans with Disabilities Act (ADA) complaint that was filed with the Federal Transit Administration (FTA) against MTD. The first letter was MTD's response to the complaint. The second was the FTA response stating, "MTD acted properly and did not violate the ADA".

The General Manager reported that she, Steve Maas, Manager of Strategic Planning and Compliance and David Damiano, Manager of Transit Development and Community Relations had recently met with staff at UCSB to discuss its current and future additional service possibilities.

The Board reviewed and discussed the latest Downtown Waterfront Electric (DWE) shuttle report.

11. OTHER BUSINESS AND COMMITTEE REPORTS

Vice Chair Davis reported that he had attended the first meeting of the City of Santa Barbara's General Plan Outreach Committee. He then reminded the Board that he is a member of that committee and that he would like to include MTD's riders in the outreach process.

12. ADJOURNMENT

Santa Barbara Metropolitan Transit District
Cash Report
Board Meeting of January 3, 2006
For the Period December 13, 2005 through December 26, 2005

MONEY MARKET

Beginning Balance December 13, 2005 **\$3,509,219.81**

Passenger Fares	125,338.06	
Accounts Receivable	22,386.30	
Interest Income Aug-Sept	2,783.95	
Miscellaneous	1,555.36	
Advertising & Prepaid	1,275.00	
Total Deposits		153,338.67

Bank Fee - Nov 05	(10.52)	
ACH Pensions Transfer	(23,458.96)	
WC Trf - Nov 05	(57,356.14)	
ACH Tax Deposit	(95,954.07)	
Payroll Transfer	(224,191.59)	
Operations Transfer	(353,282.80)	
Total Disbursements		(754,254.08)

Ending Balance **\$2,908,304.40**

Total Cash and Investments as of December 26, 2005: **\$2,908,304.40**

COMPOSITION OF CASH BALANCE

Working Capital	1,704,241.48	
WC / Liability Reserves	1,204,062.92	
Total Cash Balance		\$2,908,304.40

**Santa Barbara Metropolitan Transit District
Cash Receipts of Accounts**

Date	Company	Description	Amount
12/13/2005	Fountain, Melvin and Elizabeth	Health Insurance - Retiree	245.80
12/13/2005	Spectrum Health Clubs, Inc.	Advertising on Buses	2,000.00
12/13/2005	Spectrum Health Clubs, Inc.	Advertising on Buses	4,485.00
12/14/2005	Eleanore Zeluck	Health Insurance - Cobra	219.71
12/16/2005	City of SB - Passes/Tokens	Passes/Token Sales	843.75
12/20/2005	City of SB - Commuter Lot	Commuter Lot Shuttle - December 2005	14,551.81
12/20/2005	Morris, Wendy	Health Insurance - Cobra	40.23
Total Accounts Receivable Paid During Period			\$22,386.30

Santa Barbara Metropolitan Transit District Accounts Payable

Check	Date	Company	Description	Amount	Voids
82502	12/15/2005	ALLIED WASTE SERVICES #910	CONTAINER-DISPOSAL FEE	34.00	
82503	12/15/2005	AT&T	TELEPHONES	37.20	
82504	12/15/2005	AMERICAN PUBLIC	ADVERTISING	336.00	
82505	12/15/2005	BATTERY SYSTEMS OF OXNARD	BUS PARTS	681.46	
82506	12/15/2005	BOMAR SECURITY &	SECURITY SERVICES	967.50	
82507	12/15/2005	BP WEST COAST PRODUCTS LLC.	FUEL	13,743.08	
82508	12/15/2005	BROWN & BROWN/WHILT FATCH &	LIABILITY INSURANCE	542.00	
82509	12/15/2005	BUENA TOOLS, INC.	SHOP SUPPLIES	256.45	
82510	12/15/2005	CALIFORNIA ELECTRIC SUPPLY,	B&G REPAIRS & SUPPLIES	11.41	
82511	12/15/2005	CAR PARTS OF SANTA BARBARA	SV PARTS	233.25	
82512	12/15/2005	CARPINTERIA VALLEY CHAMBER	MEMBERSHIP DUES	143.00	
82513	12/15/2005	CENTRAL COAST CIRCULATION,	BUS BOOK DISTRIBUTION	425.00	
82514	12/15/2005	COAST REHABILITATION SERVICE,	LIABILITY PAYOUT	7,102.75	
82515	12/15/2005	CHEVRON & TEXACO CARD	SERVICE VEHICLE FUEL	178.51	
82516	12/15/2005	CLEAR CHANNEL SANTA	MEDIA AD	1,830.00	
82517	12/15/2005	COLORADO MOUNTAIN COLLEGE	DRIVER VIDEO & BOOKLET	11.50	
82518	12/15/2005	COAST TRUCK PARTS, INC.	BUS PARTS	2,795.54	
82519	12/15/2005	CROCKER REFRIGERATION	HVAC MAINTENANCE	93.51	
82520	12/15/2005	CUNNINGHAM, CHARLES	REIMBURSEMENT	45.00	
82521	12/15/2005	COVERALL OF MID-STATE CALIF.	JANITORIAL SUPPLIES/SERVICE	1,931.00	
82522	12/15/2005	DOCUPRODUCTS CORPORATION	COPIES	297.03	
82523	12/15/2005	DONS INDUSTRIAL	BUS PARTS & B&G/SHOP SUPPLIES	550.54	
82524	12/15/2005	DOWNTOWN ORGANIZATION, INC.	TC MAINTENANCE	350.00	
82525	12/15/2005	EASY LIFT TRANSPORTATION, INC.	ADA SUBSIDY	29,764.42	
82526	12/15/2005	FERRO MAGNETIC CORPORATION	BATTERY CHARGERS	81.40	
82527	12/15/2005	GFI GENFARE, INC.	FAREBOX REPAIRS & PARTS	10,449.89	
82528	12/15/2005	GIBBS INTERNATIONAL TRUCKS	BUS PARTS/SUPPLIES	6,271.29	
82529	12/15/2005	GILLIG CORPORATION	BUS PARTS	839.92	
82530	12/15/2005	GOLETA VALLEY VOICE	ADVERTISING	375.00	
82531	12/15/2005	GRAINGER, INC.	BUS STOP REPAIR EQUIPMENT	1,356.68	
82532	12/15/2005	GRISHAM, JILL	REIMBURSEMENT	35.00	
82533	12/15/2005	HAYNES SALES	SHOP SUPPLIES	152.95	
82534	12/15/2005	H. G. PETERSEN FAMILY	PARKING FOR VALLEY BUSES	100.00	
82535	12/15/2005	HOME IMPROVEMENT CTR.	B&G SUPPLIES	7.84	
82536	12/15/2005	INTERCON TECHNOLOGIES	EV/CHARGER REPAIRS	300.00	
82537	12/15/2005	INTELLICORP RECORD INC.	PRE-EMPLOYMENT CHECK	81.00	
82538	12/15/2005	INTERLAND, INC.	WEBSITE HOST	50.00	

Check	Date	Company	Description	Amount	Voids
82539	12/15/2005	KSBY-TV DBA	MEDIA AD	862.00	
82540	12/15/2005	LANSPEED	SOFTWARE	1,114.75	
82541	12/15/2005	MARBORG INDUSTRIES (INC)	UTILITIES & RENTAL FEES	90.00	
82542	12/15/2005	MC CORMIX CORP. (OIL)	LUBRICANTS	3,686.29	
82543	12/15/2005	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	1,048.12	
82544	12/15/2005	MENDOZA, RAMON	REIMBURSEMENT	45.00	
82545	12/15/2005	MENDOZA, TOM	REIMBURSEMENT	45.00	
82546	12/15/2005	MIKE CUEVAS GARDENING	LANDSCAPE MAINTENANCE SERVICE	572.00	
82547	12/15/2005	MGB INDUSTRIAL SUPPLY	B&G/SHOP SUPPLIES	39.31	
82548	12/15/2005	MISSION LINEN SUPPLY	UNIFORM & LINEN SERVICE	2,774.67	
82549	12/15/2005	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	109.20	
82550	12/15/2005	MOUNTAIN SPRING WATER	SHOP & OFFICE SUPPLIES	1,384.95	
82551	12/15/2005	MORSE, DAVID	REIMBURSEMENT	45.00	
82552	12/15/2005	NATIONAL INTERSTATE INS. CO.	LIABILITY INSURANCE	7,792.38	
82553	12/15/2005	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	4,370.86	
82554	12/15/2005	ON THE WALL ADVERTISING	ADVERTISING	1,407.50	
82555	12/15/2005	PASO ROBLES TRUCK CENTER	BUS PARTS	238.74	
82556	12/15/2005	PETTY CASH- LAKEY, TIARA	MISC. PURCHASES	432.54	
82557	12/15/2005	REPUBLIC ELEVATOR, INC	ELEVATOR MAINTENANCE	103.75	
82558	12/15/2005	ROGERS & SHEFFIELD ATTORNEYS	LEGAL COUNSEL	10,733.30	
82559	12/15/2005	SALCEDO, SALVADOR	REIMBURSEMENT	45.00	
82560	12/15/2005	SB CHAMBER OF COMMERCE	MEMBERSHIP DUES	345.00	
82561	12/15/2005	S B INDUSTRIAL MEDICAL GROUP	MEDICAL EXAMS	1,720.00	
82562	12/15/2005	SANTA BARBARA NEWS-PRESS	EMPLOYMENT ADS/BUS BOOKS/ADV.	10,339.22	
82563	12/15/2005	SERVICE MASTER OF SANTA	TC JANITORIAL SERV./SUPPLIES	237.07	
82564	12/15/2005	SMART & FINAL	OFFICE SUPPLIES	204.21	
82565	12/15/2005	SO. CAL. EDISON CO.	UTILITIES	1,255.09	
82566	12/15/2005	SURFACE TECHNOLOGY COMPANY	PRODUCT FOR CLEANING GRAFFITI	431.00	
82567	12/15/2005	TAPESWITCH	BUS PARTS	171.90	
82568	12/15/2005	UNIVISION / KPMR-TV 38	MEDIA AD	1,575.00	
82569	12/15/2005	VALLEY POWER SYSTEMS, INC.	BUS PARTS	2,439.36	
82570	12/15/2005	VALLEY POWER SYSTEMS, INC.	BUS PARTS	528.01	
82571	12/15/2005	VOICE SMART NETWORKS	PHONE REPAIRS	300.00	
82572	12/15/2005	WALTER TERRY DISTRIBUTOR,	BUS PARTS	527.71	
82573	12/15/2005	WILSON PRINTING INC.	PRINTING SERVICES	1,188.18	
82574	12/15/2005	YALE/CHASE MATERIALS	SERVICE FORK LIFT	112.40	
82575	12/15/2005	YOUNG, AL	TOOL ALLOWANCE	900.00	
82576	12/19/2005	GLEASON, GARY	REIMB. FOR HEALTH INS.	750.48	
82577	12/19/2005	TEAMSTERS MISC. SECURITY	UNION MEDICAL/DENTAL	67,028.00	
82578	12/23/2005	AT&T	TELEPHONES	38.72	

Check	Date	Company	Description	Amount	Voids
82579	12/23/2005	ARCHBALD & SPRAY	LEGAL COUNSEL	4,549.72	
82580	12/23/2005	BROWN & BROWN/WHILT FATCH &	LIABILITY INSURANCE	29,179.74	
82581	12/23/2005	CERTIFIED ENVIRONMENTAL	PROFESSIONAL SERVICES	6,925.44	
82582	12/23/2005	CONTRA COSTA	PR RELATED	435.00	
82583	12/23/2005	DEPARTMENT OF CHILD SUPPORT	PR RELATED	239.08	
82584	12/23/2005	DEAILE, MARY	PR RELATED	106.15	
82585	12/23/2005	DISTRICT ATTORNEY-S.B.	PR RELATED	1,277.41	
82586	12/23/2005	EMPLOYMENT DEVELOPMENT	PR RELATED	100.00	
82587	12/23/2005	FLORIDA TRANSIT ASSOC.	FEE- BUS OPTIONS	2,250.00	
82588	12/23/2005	GOODYEAR TIRE & RUBBER CO	LEASED TIRES	8,464.10	
82589	12/23/2005	UNITED STATES TREASURY - IRS	PR RELATED	174.62	
82590	12/23/2005	MAXIMUS	MAINTENANCE SOFTWARE	29,206.00	
82591	12/23/2005	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	1,224.12	
82592	12/23/2005	OHIO CHILD SUPPORT PAYMENT	PR RELATED	126.85	
82593	12/23/2005	OTTIERI, ANN BRADY	PR RELATED	576.92	
82594	12/23/2005	PETTY CASH- JOHNS, GARY	MISC. PURCHASES	190.81	
82595	12/23/2005	PLATINUM PLUS FOR BUSINESS	MISC. CREDIT CARD CHARGES	583.71	
82596	12/23/2005	BANC OF AMERICA	COPIER LEASE	805.14	
82597	12/23/2005	ROCHA, SUZANNE	PR RELATED	406.08	
82598	12/23/2005	SANTA BARBARA BANK & TRUST	PR DEDUCTION	79.67	
82599	12/23/2005	SB COUNTY FEDERAL CREDIT	PR DEDUCTION	1,898.00	
82600	12/23/2005	SO. CAL. EDISON CO.	UTILITIES	2,656.66	
82601	12/23/2005	SOUTHERN CALIFORNIA GAS	UTILITIES	1,137.23	
82602	12/23/2005	TEAMSTERS UNION LOCAL NO. 186	UNION DUES	428.00	
82603	12/23/2005	TMC COMMUNICATIONS	TELEPHONES	135.25	
82604	12/23/2005	TRAPEZE SOFTWARE GROUP, INC.	SOFTWARE	47,955.01	
82605	12/23/2005	UNITED PARCEL SERVICE	FREIGHT CHARGES	86.09	
82606	12/23/2005	UNITED WAY OF SB	PR DEDUCTION	541.54	
82607	12/23/2005	VENTURA COUNTY DCSS	PR RELATED	108.46	
82608	12/23/2005	VERIZON CALIFORNIA	TELEPHONES	1,882.17	
82609	12/23/2005	YACO SCHOLARSHIP FUND	PR DEDUCTION	61.00	
				353,282.80	
				Current Cash Report Voided Checks:	0.00
				Prior Cash Report Voided Checks:	0.00
				Grand Total:	\$353,282.80

To: Chair Britton
Members of the Board of Directors
From: Sherrie Fisher, General Manager
Date: 12/30/05
Subject: Administrative Update

Two proposals have been received in response to the **electric vehicle procurement**. Staff is the process of reviewing the proposals and will begin discussions with the bidders in mid-January.

San Joaquin Regional Transit awarded a contract to Gillig Corporation relating to the **Hybrid Diesel-Electric bus procurement**. Copies of the contract and procurement documents are being prepared and will be forwarded to MTD in the near future. After review of this, MTD staff will prepare a recommendation to the Board.

Purchase of the hybrids will require **refurbishment** of some of the existing MTD fleet vehicles. If the City of Santa Barbara agrees to enhance transit by providing additional funding for 1-2 and 6-11, the fleet being reconditioned will be 1984 Gillig buses. This will result in enough vehicles for the increased service. On the other hand, if no additional service can be funded, staff will be recommending retrofit of a number of Nova buses with emission reducing devices to meet California Air Resources Board (CARB) requirements for MTD's fleet of buses. Further information on this will be provided during the GM report at Tuesday's board meeting.

Staff is continuing discussions with representatives of COLT and SMAT as well as SBCAG (Traffic Solutions) staff regarding the administration and operation of the Clean Air Express. Another meeting is scheduled for early next week.

Finance staff will present the draft **6-month financial analysis** and recommended budget revisions to the Finance Committee later this month. Staff anticipates presenting final reports to the full Board by the first meeting in February.

MTD Staff and **Brooks** institute representatives are preparing for the kick-off of the new student bus pass program.

Finance staff and MTD's consultant, Dave Johannes, are working with the Water Resources Control Board, the underground storage tank cleanup fund division, to complete the **refund process** relating to the abandoned tank removed a few years ago from the old SB Mill and Lumber property. The process is going well and staff anticipates a refund of approximately \$90,000 prior to the end of the fiscal year.

MTD's remaining **5307 operating assistance** from FY 04-05 of approximately \$900,000 has been delayed due to the need to process a federal amendment relating to another project on the same grant. SBCAG approved the amendment during their December meeting and Caltrans and FHWA are processing the paperwork. Staff anticipates completion of the process, including an FTA amendment, by early March. At that time MTD should be able to draw down the funds.

We anticipate that MTD's **5307 operating assistance** for FY 05-06 will be available for drawdown around late February or early March. SBCAG has approved the required FTIP amendment.

On Thursday, January 5, the Technical Transportation Advisory Committee (TTAC) of the Santa Barbara County Association of Governments (SBCAG) will be asked to recommend approval of the 2006 Regional Transportation Improvement Program (RTIP) to the SBCAG Board. The SBCAG Board will then be asked to approve the RTIP at their January 19 meeting. If approved by SBCAG, the RTIP will be submitted to the California Transportation Commission (CTC) for inclusion in the State Transportation Improvement Program (STIP).

Tom Sheldon reports that he is in the process of upgrading and updating MTD's **server** operating systems and mail system. A new mail server is being installed to replace a system that has operated continuously for over 10 years. The operating system and applications running on the old mail server are no longer supported by Microsoft requiring Tom to disable some features because they could not be hardened against security threats that are now common on the Internet.

Additional benefits of the new server include much higher levels of **security** that will allow staff to securely access their mail and other files from home or while traveling. The new mail server also includes collaborative workgroup software called Microsoft SharePoint that will help MTD staff better coordinate their activities and work on projects together. SharePoint has a Web-like look and feel and will be used as a platform for building an MTD intranet (internal Web). The intranet will make it easier for MTD employees to access programs and files, and to view internally shared information such as health care bulletins, retirement plan information, employee pictures/bios, and company activities.

While the old mail server has provided excellent service, it has lately been giving us problems. On Tuesday, a hard drive failed and caused a mail outage for about 7 hours. Fortunately, Tom had a disaster recovery plan in place and consequently, MTD had minimal loss of productivity after a server failure.

With the addition of this newest server, all MTD's servers are capable of continuous uptime. In other words, the systems have redundant features to prevent downtime in case a component fails within a system. For example, data

is written simultaneously to multiple disks. If one disk should fail, the system will use the other disk and keep operating until the disk is replaced. There is no down time since disks can be replaced without turning the server off.

We are currently recruiting for a bookkeeper in our accounting department and will begin the recruitment for a maintenance manager by the end of January.

A driver orientation and video test is being held next Saturday January 7. We also hold test on an individual basis as needed. MTD is seeking 5 additional drivers.

Staff is researching medical facilities for our workers comp injuries and business medicine needs. Further details will be provided at the meeting.

Maintenance and Risk are currently conducting a safety review of our equipment in the maintenance area. Routine quarterly maintenance and operations safety meetings and facility walk-through are scheduled for January.

Staff members enjoyed holidays off during this past two weeks. We hope that these days found you all healthy and happy. Happy New Year to all!